

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: January 12, 2006

PERSONNEL LETTER # 06 - 002

TO: To All Agencies and Campuses in the Payroll System

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **ONE-TIME PAM MANUAL DISTRIBUTION**

The State Controller's Office (SCO) is pleased to announce a one-time distribution of the Personnel Action Manual (PAM) to all Civil Service Departments. The SCO discontinued distributing the entire PAM in May of 1993 and provided only revisions to the PAM on a quarterly basis. It was the responsibility of the departments to file those revisions in their PAM and maintain the manual.

In the PPSD survey sent out in November, many departments commented on how outdated their manual is and how difficult it is for them to document PAR transactions. Also in the Supervisor's Forum, Personnel/Payroll Review Committee and Ad Hoc meetings, requests have been made to supply departments with a new PAM.

The SCO understands the needs expressed by departments, therefore the PAM, complete with dividers, will be mailed out to all departments on January 5, 2006 with the most recent revision dated November 15, 2005, Issue Number 330-05. No binders will be provided for this one-time distribution of the PAM.

Only one complete PAM will be distributed to each department and your department will be responsible for inserting future revisions and reproducing your own replacement manuals. The distribution of the revisions is limited, two copies per each Personnel Office, and it is suggested that one copy be used as a master for the reproduction and distribution needs of each department. The other copy can be inserted in your new completed PAM for your own replacement manuals. This change does not impact departments currently receiving only one copy of the revision. Included in this manual is a list of PAM page revision dates, revised once a year in February and used to maintain the PAM with the most current information.

If you have any questions regarding this distribution please contact Terri Yarbrough at (916) 322-1245 or E-mail her at tyarbrough@sco.ca.gov.

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